

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

READVERTISEMENT PREVIOUS APPLICANTS NEED NOT REAPPLY

ANNOUNCEMENT NO: CFSA-08-P065 POSITION: Supervisory Social Work (CKL)
MS-185-13
OPENING DATE: 05/06/08 CLOSING DATE: OUF
IF "OPEN UNTIL FILLED" 05/19/08 SALARY RANGE: \$76,996 - \$107,794
FIRST SCREENING DATE: TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday
WORK SITE: WASHINGTON, D.C.
PROMOTION POTENTIAL: NONE AREA OF CONSIDERATION: UNLIMITED
NO. OF VACANCIES: One (1)
AGENCY: Child and Family Services Agency (CFSA), Office of Deputy Director for Program Operations
(OPDDPO) Office of Youth Development (OYD)
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for supervising, coordinating and monitoring the allocation of social services incentives and resources for the Center of Keys-For-Life/Chafee Independent Living Program. Plans, organizes, and administers the Chafee Independent Foster Care Program, to help current and former foster care youth achieve self-sufficiency and permanency. Develops and submits a plan of social services to assist in the areas of education, employment, financial management, housing, and emotional support for older youth in foster care and youth 18-21 who have transitioned out of the foster care system. Supervises a multidisciplinary team of independent living, education, vocational, resource development and aftercare specialists that carryout programs to make skill sets training available to youth, to include budgeting and financial management; training and employment services, job placement and retention; career exploration; preventive health activities; crisis intervention and other appropriate supports and services for young people. Performs the full range of supervisory responsibilities for a team of social service professionals, to include evaluation of employee performance, making recommendation to the Program Manager regarding the selection of new employees and disciplinary action. Administers leave and attendance, investigates complaints, provides for training and guidance to staff and conducts supervisory conferences to develop specialized resources for children and families. Develops a resource network for youth development to help prepare youth for independence or permanency and implements trends impacting service delivery. Supports, implements and effects agency efforts to help foster care youth achieve independence. Monitors service delivery for staff compliance with statutory guidelines, regulations and CFSA policies and procedures, to effect remediation of child abuse and neglect problems. Coordinates and monitors the allocation of services, incentives and resources. Develops and implements overall case management work plans consistent with program objectives to plan and evaluate daily operations. Develops regular and special statistical, qualitative and quantitative reports, which assess case management and other child and family related data. Develops and implements the delivery of independent living services to youth ages 14-21. Develops a resource network to assist youth with preparation for adulthood. Implements guidelines based upon the Chafee Foster Care Independence Program. Participates in conferences, meetings and/or presentations involving problems or issues administering the Chafee Grant. Provides day-day supervision of contracted programs through the Chafee Foster Care Independence Program. Attends professional meetings and seminars to keep abreast of most recent social work advances. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education
- Require a valid drivers' license

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of Federal and District laws and regulations that govern and affect child welfare services and programs, including foster care, adoptions, protective services and kinship care;
2. Thorough understanding of child and adolescent development, positive youth development approaches and group dynamics;
3. Thorough knowledge of issues affecting older youth in foster care, challenges associated with providing services with limited resources;
4. Demonstrate ability to supervise and to direct the day-to-day activities of professional and support staff and ability to communicate orally and in writing;
5. Demonstrate ability to develop and implement independent living services for foster care adolescents.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO: Child and Family Services Agency
Human Resources Administration
400 6th Street, SW
Washington, DC 20024

WALK-INS: 955 L'Enfant Plaza, 5th Floor
Washington, D.C. 20024

TO APPLY:

FAX TO: (202) 727-5750
EMAIL TO: cfsa.jobs@dc.gov

WEB SITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.